



Course Exemption Exam Request

Name _____ SID# _____

Student WGTC Email _____ Phone _____

Course Requesting to Exempt _____ Date _____

1. No later than the withdrawal date of the semester in which the exemption exam is requested, student meets with program chair to request an exemption exam. Program Chair explains the exemption process, gathers information from the student to determine eligibility, and provides the request form to the student to begin the process.
2. Program Chair checks student records to verify that student is eligible to attempt exemption of the course requested (criteria, procedure, and list of available courses with exams are listed in the WGTC catalog; please verify). The exam may be attempted only if the student has **never been enrolled** in the course unless the course was previously passed and has expired for program eligibility. The student must have also met the prerequisites for the course. *Students enrolled in Learning Support courses may not request exemption from a subsequent course in that area.* For example, students currently enrolled in MATH 0090 may not request exemption from MATH 1012. Exemption exams may be taken only once.
3. If initial eligibility is determined, the Program Chair recommends the student for exemption testing, signs form, and forwards the form to the appropriate Academic Dean for final approval/denial.

Program Chair's Signature _____ **Date** _____

4. Academic Dean contacts the student and assesses evidence to determine if prior education, training, or work experience is similar to that of the course being considered. Dean checks for completion, collaborates with the Program Chair, signs if recommended for testing, and compiles and distributes a master list of students authorized for exemption testing (no later than beginning of 10th week of Fall or Spring semester).

Academic Dean's Signature _____ **Date** _____

5. Program Chair works with program faculty to arrange proctor and coordination of test dates and locations.

Date/Time/Campus and Room Number for Exam _____

6. Student presents signed Exemption Exam Request form to the campus cashier for fee payment. (Exemption exam fee is nonrefundable and is not covered by financial aid.)
7. Person who accepts fees checks to be sure form has been **signed above by both dean and program chair** and supplies the following information:

Charge for exemption exam is 25% of tuition costs:

| | |
|--------------------------|-------|
| Credit hrs X Cost per hr | _____ |
| Fee X .25 | _____ |
| Total | _____ |
| Receipt # | _____ |

Cashier's or designee's initials: _____

8. Proctors on each designated campus receive the list of students testing and administer exams on the designated test date (**final exam day of each semester, 3:00-5:00 p.m., rooms TBA on each campus**).
9. Student presents completed Exemption Exam Request form and photo ID to exam proctor at scheduled time of exam, on predetermined campus. Failure to arrive at designated time generally results in fee forfeiture and loss of test appointment.
10. Designated instructors grade exams, record results, and return forms and exams to the Academic Dean, who supplies the following information to the Registrar the next business day:

This student has passed _____ not passed _____ the exemption exam for the course listed above. Test score: _____ (Minimum passing score is 80%)

Academic Dean's Signature _____ **Date** _____

11. Registrar notifies student and advisement center coordinator/advisor of testing results.

_____ Transcript sent to student and advisor if exam is passed
 _____ Credit denial letter sent to student and copied to advisor if exam is failed
 _____ Original to student file

Registrar's Initials _____ Date _____